

REVENUE/TRUST RECURRING RECEIVABLES

The purpose of the Recurring Receivable process is to allow regional centers to complete two vital functions. The first is to identify clients and their related source of funds (SOF) for which the regional center as representative payee may expect to receive funds. The second is to insure that any potential disbursement (B&C and P&I) has a corresponding receivable established prior to the disbursement.

The amount established as a receivable in this procedure may be considered an an 'anticipated receipt', not a receivable where something of value (goods or services) has been given and a repayment is expected in return.

Menu Options:

1. Create Recurring Receivables

The recurring receivable procedure will access the clients' source of fund record and establish an 'anticipated' receivable for each source of fund amount (monthly detail) with a representative payee code of 1 or 2. This procedure will also compare the source of fund amount and rep-payee code on the clients' source of fund record and the authorization(s). Any discrepancies will result in either an exception or error notation on the SOF Compared to Authorization Report. Errors must be corrected. Exceptions are informational and do not have to be corrected in order for the process to continue. However, upon review, if either the source of fund or authorization record requires correction, it is highly advisable to do so prior to continuing.

Errors:

1. SOF AMT < AUTH SOF AMT

The amount of the SOF in the SOF file is less than the amount of the SOF in the authorization file. This is an error that must be corrected since there is a potential that a disbursement will be made for a greater amount than anticipated to be received.

**REVENUE/TRUST
RECURRING RECEIVABLES**

2. REP PAYEE CODE DIFFERENT ON AUTH & SOF FILE

Rep-payee codes must be identical in both the authorization and SOF file. If this error notation was not included in this procedure, a major problem would result (SOF file = 3, authorization =1).

3. NO TMF RECORD FOUND

The trust master record 'links' to the SOF file. If there is not a trust master record, either there is an invalid SOF record or a trust master record is missing. Possible causes would be trust master record is marked for 'deletion', actually purged, or file needs to be reorganized (system operator function).

4. NO SOF

There is not a valid SOF found in the parameter file. Research and, if valid, establish.

Exceptions:

1. SOF AMT > AUTH SOF AMT

The amount of the SOF in the SOF file is greater than the SOF amount in the authorization. If the client is moving from one board & care facility to another, no action is required by regional center staff. However, if this occurs when a client is not in placement for the entire month, an appropriate correction could be to adjust the SOF detail month amount to reflect the pro-rated amount.

2. NO AUTH

There is a SOF record, but no corresponding authorization reflecting SOF. No action required if the amount represents money management (SOF amount was allocated to conserved (CON)). However, if the

**REVENUE/TRUST
RECURRING RECEIVABLES**

funds are allocated to B&C or P&I, then research must be completed to determine whether an authorization needs to be established or the SOF record must be changed to reflect the actual circumstances.

2. Edit Recurring Receivables

This procedure validates that all created receivables are in sync with essential files. Any receivables not in sync will result in an error notation that must be corrected prior to continuing.

Errors:

a. POS INVOICE IN PROCESS

An invoice (B&C or P&I) is being processed for the same month and year for which the recurring receivable is being created. Problem could also be caused by an amount in the CSOFT 'HOLD' field. If this is true, fax request to clear hold amount in CSOFT record to PARCS.

b. AUTHORIZATION NOT FOUND

A recurring receivable record (B&C or P&I) is being created for which there is no corresponding authorization.

c. TMF NOT FOUND

A Trust Master file record cannot be found for this client.

d. SUBACCT NOT FOUND

The subsidiary account record for this client cannot be found.

e. SUBACCT NOT ACTIVE

**REVENUE/TRUST
RECURRING RECEIVABLES**

The subsidiary account record for this client has been marked for deletion.

f. G/L ACCT INFOR FOR SOF NOT FOUND

The receivables SOF record does not have a corresponding record in the A/R Account File.

**REVENUE/TRUST
RECURRING RECEIVABLES**

g. SOF IS TERMINATED

The receivables SOF has been terminated in the SOF record.

h. CSOFT NOT FOUND

The CSOFT record cannot be found for this client.

3. Post Recurring Receivables

This procedure will create the entries to update the general ledger and the clients' CSOFT record. A Recurring Receivable Register will be generated. If a transaction cannot be posted, the notation "A/R TRANSCATIONS NOT POSTED" will appear on the register. These transactions must be researched and re-entered.

Although the system will request regional center staff for two journal entry numbers, recurring receivables will only use the first one (receivables). The second journal entry is entitled 'System Generated Transactions' for which there should not be any entries during this process.

The general ledger accounts affected by recurring receivables are:

DR:	02-00-0-02010	Client Support Rec-SSI/SSP
CR:	02-00-0-20010	Client Support-SSI/SSP
	02-00-0-20020	Other Client Support